*T*echnology *T*ask *T*eam - *Class 2001*

*E*nhanced

*L*earning

Providing research and assistance in TEL and other traditional/non-traditional learning endeavors.

"Education makes people easy to lead, but difficult to drive; easy to govern, but impossible to enslave."
Henry Peter Brougham

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July 24, 2000

Memorandum

To: NPS Intake Trainee Class – Class 2001

From: Technology Enhanced Learning (TEL) Task Team

Subject: TEL Newsbrief #3

Welcome to TEL Newsbrief #3. TEL Task Team responsibilities include researching available TEL resources, distributing information to fellow trainees, and prioritizing funding requests to the program manager. Your personal experiences are important to us and we are especially interested in hearing from the class on any TEL training opportunities you have undertaken, and your assessment of such.

For those that are interested, the NPS Training and Development Servicewide Events Catalog, October 2000 through September 2001, included our class photo from the Albright Training Center. Another very important item that it contained was the availability of Computer Based Training licenses (NETg) for **_all_** interested NPS employees. Per the directions, licenses are distributed through your Regional Employee Development Officer. Trainees may want to make sure their own parks take advantage of these licenses.

Note: NETg has courses on Lotus Notes. The servicewide conversion from Lotus cc:Mail to Notes is underway. Actual implementation dates will be decided at the regional level, but now may be a good time to learn about the product. Once converted, users **_will not_** have the option of using the older cc:Mail program.

Gretchen has feedback on recent training for the Section 106 review process…

I found this course through an Internet search for distance education opportunities and then our Regional Office staff recommended it to me. It was excellent. This is for anyone in Resource Management (especially for cultural resources staff, but good for those natural resource managers too). I highly recommend it. The course is a part of the University of Nevada, Reno's Heritage Resources Management Program. The particular course I took was a two-day class called Introduction to Section 106 Review.

The class teaches the basic steps of the Section 106 review process and how it is implemented. The class was taught by the staff of the Advisory Council on Historic Preservation, and cost $425. If folks are interested in this and their other offerings they can find out about classes and which ones offer graduate credits by accessing their web site at http://www.dce.unr.edu/hrm. They have a number of

other opportunities listed on their site and also have a division of Continuing and Distance Education at 775-784-4046 or 800-233-8928.

Sharon has information on an Introduction to ArcView for PCs on-line course at http://www.nps.gov/gis/training.html. This Internet based course is designed to provide participants with the basic capabilities and limitations of ArcView GIS 3.1/3.2 using NPS data sets. Topics include making a layout (map), manipulating spatial and tabular data, creating a project, thematic mapping and heads-up digitizing. The class is self taught, answers and examples are available on-line to help check your understanding of the materials.

Prerequisites:
Understand how to use Windows 95/98/00 or Windows NT.
Understand how to navigate on the Internet using browsers, Netscape is the recommended browser.
Understand how to download and unzip files from the Internet.
A licensed copy of ArcView 3.1 or ArcView 3.2.

Questions about GIS and ArcView should be directed to the park's GIS specialist or coordinator. If the park does not have a GIS specialist or coordinator, questions should be directed to the appropriate regional GIS coordinator or technical support center staff. There is no tuition fee for this class. If you do not have a licensed copy of ArcView available, Jon Paynter (Sharon's supervisor) says a licensed copy goes about $996.

Note: Christie had an additional input for GIS…ESRI Course - If you need to learn how to use GIS, check out **esri.com**. There is a tutorial for $80 (think TEL funds), that will get you familiar with the philosophy, use, and practicability of GIS.

Christie contributed the following bits of information…

Supplemental Fund Ideas

There are a wide variety of items that may be purchased to make life as an Intake more efficient. Have you considered any of the following to go along with your laptop?

- ZIP Drive – 100MB ZIP (unit about $100/disks about $10); 250MB ZIP (unit about $179/disks about $20)
- Power Surge – This is crucial if you are going to plug in your computer. Surges can happen anytime, not just in storms. Also, people tend to forget to protect their modem connection. Look for a protector that has modem line protection (peace of mind for $15-$20)
- Mouse – Not everyone is a touch-pad fan. ($10-$30 depending on your tastes). If you are looking for basic functions contact your Computer Specialist or regional IT support as they may a spare lying around.
- Keyboard – I have seen people with alternate keyboards to use with their laptops when they are not traveling. Undoes some of the micro-finger cramps. Won't do much for your back. There are even foldable keyboards these days. Costs vary from $10-$90 depending on your needs.
- Aspirin – Helps with the screen overdose headaches. (only kidding)

What Program to learn how to "Launch"?

Here is a menu to decipher logo names into real skills and applications.

- **PageMaker** – Meant to be used as a layout tool. You can word process in it, there is a minimal spellcheck, and some ability to develop graphics. But it is amazing at dealing with text, carrying articles into proper columns and creating templates that text will sit on.

  Used for: curriculum guides, magazines, newsletter, and publications.

- **Adobe Table** (nestled in PageMaker) – Used to create tables and treat them as tables or as graphics. If you create a table in PageMaker, it could be a mess to handle. If you create it in Adobe Table, export it as a graphic, you can stretch it, flip it, move it, easy as can be. Adobe Table is especially useful if it is a table you will use many times in multiple places. Think IDP.

  Used for: creating a form that will be used in multiple publications and activity sheets for curriculum guides that will be used in multiple publications.

- **Adobe PhotoShop** – Used to manipulate or create images (image editor). Used for scanning images to be used in publication, manipulating images to make them darker, clearer, different colors, placing Fayette in a pink tutu on Mt. Rushmore.

- **Excel** – Spreadsheets that act as calculators. Live links can be used to automatically update exported charts and graphs in other applications (e.g., MS Word, PowerPoint, etc.).

  Used for: money tracking, time allocations, developing charts, and graphs.

- **Access** – Database management system.

  Used for: managing address lists, reservation systems, and inventories.

- **Lotus cc:Mail/Notes** – I added this one to the list of programs because there is much to be learned about using this communication tool to its full ability. Hunt around for a cc:Mail or Notes manual. I found a cc:Mail manual covered in dust, but learned much. Figure it out just in time to switch to Lotus Notes.

- **Web Search Strategy**

  Search Engines: use for a specific piece of information, gives links to home web sites, indexes every word in document.

  Used for: increases results, decreases relevance.

  Altavista.com
  Alltheweb.com
  Google.com
  Hotbot.com
  Northernlight.com

  Multi-threaded search engines:
  Dogpile.com
  Go2net.com/search.html
  Pofustion.com
  Savvysearch.com

Subject specific search engines: will index a subject.

Subject directories: link only to homepage human intervention (less likely to be out of context), good for general subject.

Looksmart.com
Lycos.com
Magellan.excite.com
Yahoo.com

Boolean search logic:
AND
OR
NOT
ADJACENT
NEAR
FOLLOWED BY
-
+

Rodney has been doing a great job at continuously updating the class on satellite broadcast training information. Details, pricing, and registration information for the Federal Training Network are available at http://www.fedlearn.com/calendar/default.htm.

The following are excerpts from the Midwest Informer, various issues…

- A web page for Lotus Notes has been developed on the NPS Amoeba web site. You can find tips and answers to questions that will make the conversion process a bit less frustrating. The site is located at http://165.83.20.43/amoeba/NotesNews.nsf.

- The following training course announcements are still open for nominations, and interested employees should consult the individual course announcements for details about how and where to apply. Additional details and courses may be found on the Learning Place Bulletin Board.

COURSE TITLE	LOCATION/DATES	APPLY BY & TUITION
Essential Competencies in Interpretation	St. Louis, MO/Aug 7-11	July 26
Access to Outdoor Recreation Environment	6 locations See announcement	July 31
Wilderness Stewardship Training	Sisters, OR/Oct 15-20	July 31
Environmental Crimes	Denver, CO/Sep 20-22	Aug 1
Safety & Health Supervisory Trng	Omaha, NE/Sep 19-22	Aug 4
DO #2: Park Planning	Denver, CO/Oct 11-13	Aug 14

Archeological Resources Protection (XP-ARPTP-10)	Boston, MA/Sept 18-22	Aug 15
Interdisciplinary Resource Protection, IDRP-001	San Luis Obispo, CA/Oct 15-20	Aug 20
Law Enforcement Advance Interviewing Trng Program	FLETC/Sept 25-29	Aug 20
Human Dimensions of Wildlife	Shepherdstown, WV/Sept 18-20	Sept 1
Historic Bldg Preservation & Maintenance	YELL/August 20-26	Until filled
Disability Awareness	Colorado Springs, CO/Aug 14	Until filled
Group Facilitation Methods	Arlington, VA Sept 17-18 Nov 14-15	Until filled
Computer Based Training	Internet-based	Until filled
Maintenance Career Field	Albright Sponsored License expires 9/30/00	100 openings
Computer Based Training Open to Everyone	Internet-based MWRO Sponsored	Until filled 75 openings
Fundamentals of Financial Management	Internet-based	Open continuously

The TEL Task Team Newsbrief will continue to be published quarterly or as special circumstances warrant. The next scheduled publication will be in the October/November 2000 timeframe. Short notice items will continue to be sent by individual team members as required. As always, we ask for your feedback on any TEL training undertaken along with your comments on how we can make this publication more useful.

//SIGNED//
Pete Casinias

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- Christie Anastatia – Tutorials; 415-663-8522 (x362 voice mail); christie_anastatia@nps.gov
- Gretchen Ward – Misc. Issues; 662-680-4024; gretchen_ward@nps.gov